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# Composition I

Cheryl Wiltse

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### Recommended Citation

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## **Collin College Course Syllabus**

Spring 2019 TR

COURSE INFORMATION
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**Course Number:** ENGL 1301

**Course Title:** Composition I

**Course Description:** Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Lab required.

**Course Credit Hours:** 3      **Lecture Hours:** 3      **Lab Hour:** 1

**Prerequisite:** Meet TSI college-readiness standard for Reading and Writing; or equivalent

**Student Learning Outcomes:**

- **State Mandated Outcomes:** Upon successful completion of this course, students will:
  1. Demonstrate knowledge of individual and collaborative writing processes. (Teamwork, Communication Skills)
  2. Develop ideas with appropriate support and attribution. (Communication Skills)
  3. Write in a style appropriate to audience and purpose. (Communication Skills)
  4. Read, reflect, and respond critically to a variety of texts. (Critical Thinking)
  5. Use Edited American English in academic essays.
- **Additional Collin Outcome:** Upon successful completion of this course, students should be able to do the following:
  1. Demonstrate personal responsibility through the ethical use of intellectual property. (Personal Responsibility)

**Withdrawal Policy:** “See the current *Collin Registration Guide* for more information. Last day to withdraw with a “W” is **March 22, 2019**.”

**Collin College Academic Policies:** “See the current *Collin Student Handbook*.”

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS offices, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) PRC-F144 972.377.1781 to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information. (Your accommodations begin the day I receive your letter and you have met with me to discuss it).

## INSTRUCTOR INFORMATION

**Instructor's Name:** Dr. Cheryl Wiltse

**Office Number:** Library, Room 213C

**Office Hours:** Monday/Wednesday/Friday 8:00-9:00 AM, Tuesday/Thursday 8:30-10:00 AM  
& by appointment

**Phone Number:** 972-377-1546

**Email:** Cwiltse@collin.edu

**Class Information:** (TR)

**Section Number:** P18

**Meeting Times:** 10-11:15 AM

**Meeting Location:** L204

**Course Resources:** 1. *Norton Field Guide to Writing with Readings and Handbook* 4th edition (with the MLA 2016 Update) ISBN: 978-0-393-61739-9 2. *Death Is in the Air* by Kate Winkler Dawson ISBN: 978-0-316-50686-1

**Supplies:** USB Drive

**Attendance Policy:** Attendance is very important in this class, as all assignments and major concepts will be explained in class. If you are 10 minutes late or more to class, you will be considered absent. If you leave early, you will be considered absent. **In addition, if you have more than 6 undocumented absences, you likely will fail this class.** Also, we will be working on drafts of papers in workshops and conferences, for which attendance is necessary. Attendance is a part of your participation/daily work grade. **Absence(s) before an assignment due date and the assignment will NOT be accepted.** If out of class, you must contact me and make arrangements for acceptance of the assignment. You cannot just email me work without permission. You have permission to email work to me, the work must be in WORD documents, not Google docs. If you send me a Google.doc, I will not consider it. **The only excused absence is for a religious holiday with written notice two weeks before the event.** Check the student handbook for more details.

**Method of Evaluation:** To pass this course, students must meet ALL course requirements.

**Grading Written Assignments:** The following scale is used to evaluate the contents of each essay:

**DISCOURSE (approx.) 15% each:**

**Content** (clearly stated main idea and thorough, logical support)

**Organization** (clear introduction, orderly development, smooth transitions, sense of conclusion)

**Syntax** (correct sentence structure and varied sentence structure)

**Wording** (exact and appropriate words)

**Audience** (clear to intended audience and appropriate for audience)

**MECHANICS (approx.) 10% each:**

**Usage, Punctuation, and Spelling**

**Your final semester grade will be determined by the following:**

**Grading System:**

1st essay & revision:	10%
2nd essay & revision:	10%
3rd essay & revision:	10%

4th essay & revision:	15%
5 <sup>th</sup> essay & revision:	15%
Participation:(in-class activities, quizzes, peer review, attendance)	20%
Lab units (4 specific research-related labs, 4 units each)	15%
Final exam essay:	5%

#### Grading System Essays:

A	= 100.0 – 90.0
B	= 89.9 – 80.0
C	= 79.9 – 70.0
D	= 69.9 – 60.0
F	= 59.9 - 0

#### Grading System for Participation: A = 4, B = 3, C = 2, D = 1, F = 0

A	= 4 to 3.9 = 95
B+	= 3.8 to 3.7 = 88
B	= 3.6 to 3.5 = 85
B-	= 3.4 to 3.0 = 80
C+	= 2.9 to 2.7 = 78
C	= 2.6 to 2.5 = 75
C-	= 2.4 to 2.0 = 70
D+	= 1.9 to 1.7 = 68
D	= 1.6 to 1.5 = 65
D-	= 1.4 to 1.0 = 60
F	= .9 to .0 = 0

(A grade of **Zero** is applied if participation assignment does not meet requirements)

**All essays will be graded according to departmental standards for written work.**

### COURSE CALENDAR TR — Spring 2019

**\*Please note that this schedule is subject to change.** Regular attendance is necessary--it is recommended that you exchange email addresses or phone numbers with another student in the event that you must be absent. **ABSENCE IS NOT AN EXCUSE FOR FAILURE TO BE PREPARED FOR EVERY CLASS.**

Revision dates will only be assigned in class. The date of lab exercises can change – please look to the assignment for the correct date.

**If there is bad weather or a school closing, this calendar will be modified to accommodate changes in the schedule. Be sure to check Canvas Announcements for changes.**

NFG = Norton Field Guide to Writing w/Readings and Handbook 4th edition (w/ new 2016 MLA)

DA= *Death Is in the Air: The True Story of a Serial Killer, the Great London Fog, and the Strangling of a City.*

1/22 Introduction to English 1301, Syllabus, Writing Assessment, Information Sheet, Textbooks, Plagiarism Policy  
**For next time:** Bring one color advertisement

1/24 Discussion of Target Audience and Appeals  
**For next time:** Your Writing Process

#### UNIT 1:

1/29 Discussion of Writing Process, Discourse Communities  
**For next time:** Defining NFG pages 388-398, MLA style pages 500-548, DA pages 1-48

**(Chapter 1-2)**

- 1/31 Definition Writing, First essay topic  
**For next time:** Rhetorical Situations (APG) NFG 53-70, Generating Ideas NFG 289-297, Thesis Statements NFG 345-347, Annotation & Quoting, Paraphrasing, Summarizing NFG 478-490
- 2/5 **Rough Draft Definition Essay Due**  
Peer Review Workshop  
**For next time:** Plagiarism NFG 494-495
- 2/7 **Definition Essay Due**  
The Essay Form (handout); Annotations; Objective Distance; Introductions, Thesis statements  
**For next time:** Describing(Physical detail) NFG 399-407, DA pages 49-93 (Chapter 3-4)
- 2/12 **Writing Center Presentation, Editing Marks**
- 2/14 Physical Detail exercise  
**For next time:** Comparing & Contrasting NFG 380-387

**UNIT 2:**

- 2/19 Research comparison topics & Works Cited pages  
**Next time:** "Fun Home" NFG 990-1002, **Answer questions** 1-4 page 1003 (**extra credit**)  
DA pages 94-143 (Chapter 5-6)
- 2/21 **Library Tour (Meet in the library) Lab 1 assignment**
- 2/26 **Lab 1 Due**, Comparison Writing, documentation
- 2/28 **Rough draft Compare/Contrast essay due**  
**For next time:** DA pages 144-182 (Chapter 7-8)
- 3/5 **Compare/Contrast essay due**  
**(3/5 in the Frisco Conference Center a presentation "Anatomy of a Serial Killer" from 1-2:30 PM - Extra Credit)**

- 3/7 Online tutorial

**3/11-3/15 Spring Break – No Class**

- 3/19 Incorporating 3<sup>rd</sup> person voice effectively  
**Next time:** "If You Are What You Eat" NFG 947-951  
**Answer questions** 1-4 pages 951-952 (**extra credit**)  
Abstract writing NFG 183-187, DA pages 183-234 (Chapter 9-10)

**UNIT 3:**

- 3/21 **Lab 2 assignment (date may vary)**, In-class exercise

**\*\*3/22 Last Day to Withdraw with a "W."\*\***

**(3/25 in the Frisco Campus Conference Center a presentation Kate Winkler Dawson**

**author of *Death Is in the Air* 7 PM - Extra Credit)**

- 3/26 Abstract Writing, Sample abstract  
For next time: Using Jstor, **DA pages 235-269 (Chapter 11-12)**
- 3/28 **Lab 3 assignment (date may vary)**  
Next time: "They'll See How Beautiful I AM" NFG 796-801  
Answer questions 1-4 page 802 **(extra credit)**
- 4/2 **Abstract Due**  
Discussion on the Elements of Fiction  
For next time: Memoirs NFG 216-223, Cause & Effect Writing NFG 350-354
- 4/4 Cause & Effect Writing, Sample paper, Writing assignment  
For next time: **DA pages 270-281 (Chapter 13)**

**UNIT 4:**

- 4/9 **Rough Draft Cause & Effect Due**  
Peer Review Workshop
- 4/11 **Cause & Effect Essay Due, Lab 4 assignment (date may vary)**  
For next time: Literary Analyses NFG 206-215

**UNIT 5:**

- 4/16 **Lab 4 Due**, Topics, Research & Databases on Death Is in the Air
- 4/18 Bibliography example, **Bibliography assignment**
- 4/23 **Rough draft of Bibliography Due**  
**Peer review workshop**
- 4/25 **Bibliography Due**
- 4/30 Return Bibs
- 5/2 **Final Revision of Bibliography Due**
- 5/7 Return Bibliography & Averages
- 5/9 Final course wrap up
- 5/13 Final Exam Week (You only attend the final exam – regular classes are over)  

<u>Class</u>	<u>Time</u>	<u>Final Exam Date</u>
1301	TR	10:00 AM
		Tues. May. 14th 10:00-12:00 PM

**Class Policies:**

**Writing Assignments:**

Students will create a total of 15-25 polished pages of text (approx. 4-5 major writing projects). If the student's essay does not have a grade written on the project, the student is required to revise the essay following the suggestions and details outlined by the instructor. The instructor will determine when the "rewrite" will be due. Please note that if the student does not revise the essay and turn it back in, **a grade of F (55)** will be recorded for the essay. **\*\*Students must**

**return the original essay with my comments and their new revised essay to receive credit.**

If the student is assigned to bring a rough draft to class and fails to do so, **one letter grade will be deducted** from the essay for which the rough draft is required. If a student fails to attend a conference over a paper assignment, **one letter grade will be deducted** from the final essay grade. **Papers are to be turned in at the first of the class period on the day that they are due.**

**\*\*The work you turn in must be your own and specifically written for this class.\*\***

**I try very hard to return work within two weeks. However, a major research assignment may take a bit longer.**

In addition to essay assignments, you will be required to **complete lab projects**. These projects will be technology/research based. **Labs have due dates and will not be accepted late.** Each lab project is multi-layered and worth approximately 3 units for a total of 16 units. The lab component of this course weighs as 15% of your total course grade.

**The lab component is an integral part of this writing course.** Over the course of the semester, you will need to complete a combination of typical selections. This lab work is not the same as regular daily coursework that you must complete to stay on track in the class; it is instead designed to be additional writing-focused activities, which will help improve your writing throughout the term. During the semester, you will need to track and provide evidence of completing these lab requirements outside of class. Each lab assignment will have a specific due date. Some of the types of labs you will be expected to complete may be: Conferences with the professor, trips to the writing center for individual tutoring sessions, library tutorials, annotating or abstracting articles, rhetoric exercises, and more.

**Exemplary performance of these labs can substantially enhance your final course grade or non-performance can substantially reduce your course grade.**

All essay assignments and revisions will be submitted to [www.TurnItIn.com](http://www.TurnItIn.com) AND presented in hard copy in class to receive credit. All assignments are due at the beginning of class on the due date. **Do not just put something into Canvas and expect credit. Turning in a major paper is a two-part procedure: A paper copy to me at the beginning of class and an upload to Canvas.**

In the event of Plagiarism, the penalty can vary from correcting MLA documentation, to starting completely over with a new topic, to receiving a zero for the entire assignment. The instructor will determine the penalty. In addition, the event will be reported to the Dean of Students' Office. **Be sure that all work you turn in for a grade, is your own work.**

**\*You may revise your essays ONE TIME to improve the project grade with the permission of the instructor—that includes any “Rewrites.”** Essay grades are an average of original grades plus revision grades. **For a revision to be accepted the revised paper must be submitted on time and the original must accompany it.** Late revisions will not be accepted.

#### **Late Work Policy:**

As a rule **I do not accept late work**, and all work is due at the beginning of class on the assigned dates. Please do not offer me a thumb drive in lieu of a paper or leave the paper with “someone,” unless you completely trust them. **You may e-mail me your paper only if it is before the due date and I have agreed to the arrangement.** The best way to ensure I receive

your paper is to put it in my hands. Exceptions to this policy will only be granted in cases of genuinely extenuating circumstances. **\*If you do e-mail me a question or paper, I will ALWAYS respond. You must use your Cougar e-mail for any communication with the instructor. If I have not responded to your e-mail, then I did not receive it. It is your responsibility to see that I receive your work in a timely fashion. Again, I must approve any work that you e-mail to me.**

**In the event of bad weather and/or school closings, refer to Canvas for assignments.**

**No Recording, Video Tapes, or Audio Files:**

Students are prohibited from photographing, recording, or any other form of video documenting during classes, and from transmitting classroom lectures and discussions by students unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that photographing or audio/video recording may occur. Permission to allow the audio/visual recording is not a transfer of any copyrights to the material recorded. Photographs, videos and audio recordings may not be reproduced or uploaded to publicly accessible web environments, including Twitter, Instagram, Facebook, or any other Internet platform. **An exception to this will be any student determined by ACCESS to be entitled to educational accommodations**, to exercise any rights protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including needed recording or adaptations of classroom lectures or materials for personal research and study.

Public distribution of lecture recordings may constitute copyright infringement in violation of federal, state law, or college policy. Violation of this policy may subject a student to disciplinary action.

#### **Student Conduct:**

All students are expected to participate in class and in small group discussions, and all students are expected to **behave in a mature and respectful manner**. Disruptive behavior will not be tolerated. Any student who disrupts the class or who interferes with classroom instruction or discussion will be asked to leave the class and will not receive credit for attendance. It is very important that you bring your supplies to class each time we meet. The textbook is a requirement for this course. Bring the textbook, writing materials, and a means of saving your computer work each time we meet. If you do not have your materials, you cannot participate fully in class; therefore, you will not receive class credit any time you fail to bring the necessary supplies.

**Cell phones are to be turned off in the classroom.** All phone conversations should occur before class begins or after it ends outside the classroom. **DO NOT read or send text messages. Students should give their full attention to learning for the time we are in the classroom. If a cell phone rings or I see someone texting, recording, and/or taking pictures, the entire class will immediately have a quiz over materials that should have been read in the textbook.**

This class takes place in a computer classroom, which has definite advantages, so you will not need to bring your own laptops. However, the computer classroom also has a down side in that some students are more focused on surfing the Net than they are on the lesson being presented. At all times, when I am giving instructions, when we are discussing assignments, when you are supposed to be working on a class assignment, and when a fellow classmate is asking a question or giving a presentation, you are to show courtesy and attentiveness. Also, after class begins, **do not access websites that do not pertain to your research/work in this class** (MySpace, Facebook, Yahoo, etc.) Failure to comply with these instructions will result in your receiving points off your daily work and/or not getting credit for attendance.

iPods/MP3 players. **Do not wear ear buds or headphones during class** (whether or not the machine is on). If you do so, you may be counted absent.



**Smoking is prohibited from all Collin College campuses and that included electronic cigarettes.**

**Children are not allowed in class at any time and they cannot be left unattended in the hallways during class.**

### **Religious Holidays:**

In accordance with Section 51.911 of the Texas Education Code, Collin will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. **Students are required to file a written request with each professor within the first 15 days of the semester to qualify for an excused absence. A copy of the state rules and procedures regarding holy days, and the form of notification of absence from each class under this provision, are available from the Admissions and Records Office.** Students who plan to observe religious holidays which will require absences from class should consult the current Collin College Student Handbook, section on Religious Holidays, for the correct process to follow. It is mandatory that this procedure be followed in detail.

### **Collin College's SOBI's Statement:**

Collin College's Strategies of Behavioral Intervention (SOBI) team is an interdisciplinary, college-wide team whose mission is to provide support for students, faculty, and staff, and to facilitate a positive and effective learning environment. In order to accomplish this, the SOBI team has designed a process for assisting students who may display various levels of concerning behavior (e.g., strange or unusual behavior; changes in dress, personal hygiene, or physical appearance; threats of harm to self or others; etc.). Any behavior that becomes a concern to you or that negatively affects your ability to succeed as a student at Collin College may be referred to SOBI. Please note that SOBI is not a disciplinary committee, and SOBI actions are not a substitute for disciplinary procedures. Reports of Student Code of Conduct (Code) violations will be referred directly to the Dean of Students for disciplinary action. To submit a SOBI referral through CougarWeb, go to the "Student" tab, scroll down to the section entitled, "Safety and Wellness" and then click on "Refer information of concern (SOBI)". Complete the form as fully and as accurately as possible. You can obtain more information about SOBI (including how to submit a referral from off-campus) on the SOBI website, which can be found here (<https://www.collin.edu/studentresources/SOBI/>).

### **Scholastic Dishonesty**

From the Collin Student Handbook, Chapter 6: Student Code of Conduct Violations

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. Collin College may initiate disciplinary proceedings against a student or prospective student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty shall include, but is not limited to, one (1) or more of the following acts.

1. **Cheating** includes, but is not limited to, having access to unauthorized materials or electronic, digital media, telecommunication, and/or wearable devices (i.e., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during an examination; the giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; using, buying, selling,

soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; using someone else's work for an assignment as if it were one's own; submitting or resubmitting an assignment in whole or in part (i.e., recycling an assignment) for more than one (1) class or institution without permission from each of the professors; using annotated texts or teacher's editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; removing tests or answer sheets from a test site; and any other dishonest means of attempting to fulfill the requirements of a course.

2. **Collusion** includes, but is not limited to, intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty; failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; unauthorized collaboration or communicating answers to a classmate about an examination or course assignment; and allowing a classmate to copy answers.

3. **General Scholastic Dishonesty** includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, or the award of a degree; and/or falsifying academic records or documents. Students are expected to record honestly and accurately the results of all their research. Falsification of research results shall include misrepresentations, distortions, or omissions in data or reports on research.

4. **Plagiarism** includes, but is not limited to, intentionally or unintentionally failing to quote and cite an author's words, information, and/or ideas in accordance with American Psychological Association (APA) Style, Modern Language Association (MLA) Style, The Chicago Manual of Style (Chicago Style), or another citation style approved by the professor.

**See the current *Collin Student Handbook* for additional information.**

\*\*\*\*\* PLEASE SIGN BELOW, DETACH, AND TURN IN TO INSTRUCTOR \*\*\*\*\*

(This is due the next class period)

I have read the syllabus and above brief explanation of plagiarism, collusion, and other forms of scholastic dishonesty. I understand Collin College's policies and the policies for this class.

_____	DATE with SIGNATURE
_____	PRINT YOUR NAME
_____	ENGLISH Course/Section Name